

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
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**CAL ARNG Regulation
No. 25-33**

8 November 1991

**Information Management: Publishing and Printing
ACQUISITION OF PUBLICATIONS AND BLANK FORMS**

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*** This regulation supersedes CAL ARNGR 310-5 dated 1 December 1987**

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SECTION I - GENERAL

1. **PURPOSE.** This regulation establishes the basic requirements for the acquisition of blank forms and publications from the USPFO Publications Center. (CAUS-ST-PB)
2. **REFERENCES.**
 - a. Army Regulation 25-30, Army Integrated Publishing and Printing Program.
 - b. Department of the Army Pamphlet 25-30, Consolidated Index of Army Publications and Blank Forms.
 - c. Department of the Army Pamphlet 25-33, The Standard Army Publications System (STARPUBS) - Revision of the DA 12-Series Forms.
 - d. Department of the Army Pamphlet 25-35, Index of Communications Security (Confidential).
 - e. Department of the Army Pamphlet 310-10, The Standard Army Publications System - STARPUBS.
 - f. Department of the Army Pamphlet 750-10, US Army Equipment Index of Modification Work Orders.
 - g. FORMDEPS (Vol 3, Part 3), Mobilization and Deployment Planning.
 - h. National Guard Regulation 310-1, National Guard Bureau Publications.

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i. California Army National Guard Regulation 640-3, Personnel Records and Identification of Individuals - Identification Cards.

j. California Army National Guard Pamphlet 310-2, Index of CAL ARNG Administrative Publications.

3. DEFINITIONS. a. Pinpoint Distribution. The system in which an organization informs the Department of the Army (DA) Publications Center, by means of the DA Form 12-Series, what publications are required for the accomplishment of its mission. When a new publication or change to a publication is printed, it is distributed automatically according to the block checked by the organization on a DA-Series.

b. Command Distribution. Some DA and Major Command publications are shipped directly to the USPFO Publications Center in bulk from the DA Publications Center. The USPFO Publications Center then makes distribution to activities and organizations according to the DA distribution formula.

c. Alphabetic Distribution. Many DA and Major Command publications have a general application to all activities at specific levels or echelons of command. These publications are distributed by an alphabetic formula similar to command distribution, except that on the final page of the publications the distribution is indicated by a single letter following the abbreviation "ARNG". Distribution is then made based on the following table:

ALPHABETIC FORMULA

ARNG: A

ARNG: B

ARNG: C

ARNG: D, G, SPECIAL

ARNG: E

ARNG: F

ARNG: X

LEVEL OF COMMAND

Publications for company level units.

Publications for group, regiment, brigade, and battalion level units.

Publications for division level units.

Publications for State Adjutant General and USPFO

Publications for aviation units and activities

Functional users (determined by user)

Special (determined by OPR).

d. Resupply. This is the method used to order existing publications (those that have already been given initial distribution) and blank forms. This technique is used to replace lost or worn-out publications or to order publications not normally received through initial distribution. The resupply of publications and blank forms will be accomplished by requisitioning them through the USPFO Publications Center (CAUS-ST- PB). Publications ordered through the resupply system are ordered in limited quantities.

SECTION II - PINPOINT DISTRIBUTION

4. **ESTABLISHING OF A PINPOINT ACCOUNT.** a. Units requesting to establish a pinpoint account must first contact the USPFO Publications Center to validate the authorization for such an account. If authorized, the unit must complete the required DA 12-Series Forms. The completion of the DA Form 12-Series will be accomplished under the USPFO Publications Center guidance (see Appendix A).

b. Upon completion of the DA Form 12-Series the USPFO Publications Center will forward the completed forms to the National Guard Bureau (NGB-AD-PP). NGB-AD-PP will then forward completed forms to the US Army Publications Center (USAGPC). The USAGPC will assign and inform NGB-AD-PP of the pinpoint account number they have assigned to the unit (usually within 60 days after submission). NGB-AD-PP will then inform the USPFO Publications Center, who will then inform the unit and supply them with guidance to get the initial unit library established.

c. To open a classified account or to upgrade an existing one (classified service does not require a new or separate account), the unit/activity must prepare a DA Form 12-R as follows: (See Appendix A.)

(1) Section II - Account Classification Level

(a) Check level of account requested

(b) Block 12a, 12b, 12c must be filled in by either the Security Officer or the unit Commander (once this is signed by either person it states that the unit/activity has the facilities and the personnel cleared to handle/store CONFIDENTIAL or SECRET material.

(c) Send completed DA Form 12-R to the USPFO Publications Center, who will then complete that action and forward it to the USAGPC.

5. **CHANGES TO PINPOINT ACCOUNT REQUIREMENTS.** a. In order to avoid experiencing problems receiving publications needed by your unit, it is important information contained on your DA 12-R is kept up-to-date. For example, failure to submit a DA Form 12-R to change:

(1) Your unit address would result in publications being shipped to your old address (see Appendix A).

(2) The name of your publications officer will result in actions being rejected for lack of approval by the publications officer of record. Temporary measures to ensure continued support may be arranged by telephone with the USPFO Publications Center.

b. Publications officers will review their pinpoint accounts at least twice each year to ensure requirements have been established for mission essential publications. If changes to the account is required, a CAL ARNG Form 12-99R, will be used (except as noted below). Complete the CAL ARNG Form 12-99R as shown (see Appendix B), and forward to the USPFO Publications Center. Changes to DA Forms 12-29-R, 12-34E-R, and 12-35-R will be submitted on the actual form itself rather than on a CAL ARNG Form 12-99R. (Due to special control requirements for publications distributed from these forms, adjustments affecting them must be submitted using copies of the original blank forms).

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c. Recent changes to the DA 12-Series, (changes from old forms to the new "E" coded form) eliminated the actual forms from the DA Form 12-4-R thru 12-51-R. The replacement form is the CAL ARNG Form 12-99R. To identify your requirements/changes to your DA 12-Series use DA Pamphlet 25-30 to find out which subscription form the item is located on (which different DA 12-Series form it is located on), and submit the form thru the USPFO Publications Center for processing.

d. All pinpoint accounts are to send all publications and blank forms related correspondence thru the following address for review and processing.

USPFO Publications Center
ATTN: CAUS-ST-PB
P.O. Box 8104/Bldg 632
San Luis Obispo, CA 93403-8104

e. Units requiring a copy of their DA Form 12-Series subscription should request it in writing through the USPFO Publications Center.

SECTION III - RESUPPLY OF PUBLICATIONS

6. GENERAL. a. Publication requisitions will only be accepted from the Publications Officer so designated on the DA Form 12-R on file at the USPFO Publications Center.

b. Publications, with the exception of National Guard (NGB) publications, are not maintained by the USPFO Publications Center. Units should allow a minimum of 60 days supply action on other than NGB publication requests.

c. State Regulations (i.e. CAL ARNG's, CAL ARNG Circulars, etc.) are not stocked by the USPFO Publications Center. Requirements for these publications should be submitted on a DA Form (see Appendix F) through USPFO Publications Center to OTAG (see address below - check reference DA Pam 310-2), send requisitions to the following address: Office of The Adjutant General, ATTN: CAAS-GF, P.O. Box 214405, Sacramento, CA 95821-0405.

d. The following is required for all resupply and initial requirements generated from the use of the DA Form 4569, the location of the item or requirement on the DA 12-Series (subscription form and block number from DA Pam 25-30) must be annotated on the DA Form 4569 when submitting it to the USPFO publications Center (see Appendix C). This requirement helps both the USPFO Publications Center and the Pinpoint Account Holder proof out his/her work making sure that the unit of issue, changes requested are correct and also this helps to make sure the item is on their 12-Series.

e. Publications (except NGB publications) listed in DA Pamphlets 25-30, 25-35, and 750-10 will be requisitioned in accordance with DA Pamphlet 310-10 (see Appendix C).

(1) Prepare DA Form 4569 in accordance with the Data Processing Standards (see Appendix D). It is important to ensure that the account number and zip code are correct. The correct nomenclature as given in the DA Pamphlets mentioned in paragraph 6e, above.

(2) Incomplete or incorrect DA Form 4569's will be returned for corrective action. Make the appropriate corrections and return it for processing to the USPFO Publications Center.

(3) The Publications officer must sign (in the upper right hand corner), date and annotate the unit's Publications Account Code (PAC) (see Appendix E) on the DA Form 4569. PAC codes are used for requisitioning publications and blank forms only. DA Form 4569's submitted without the Publications Officer's signature and PAC code will be returned by the Publications Center without action.

(4) Units will forward an original only of the DA Form 4569 to the Publications Center for editing and electronic transmission to the United States Army Publishing and Printing Command (USAGPC). (NOTE: no pencil copies will be accepted, only ink or typewritten).

(5) A copy of the DA Form 4569 will be returned to the unit after the information has been transmitted. This copy should be kept for the unit's records and should have publications checked off as they are received.

(6) The USAPPC will review the requisitions, and generate advice of supply (status)/error messages (when applicable) (see Appendix I). Status/error messages will be returned through the USPFO Publications Center to the requesting unit. Explanations for Status/error codes can be found in DA Pamphlet 310-10, for explanation of the newest codes (see Appendix I). Annotate the information provided on these messages to the unit's copy of the DA Form 4569, this will ensure the unit's publications records are up-to-date.

(7) Requisitions for publications for which no requirement has been established on the DA Form 12-Series will be rejected. To establish a requirement, the submission of a change to appropriate DA Form 12-Series is necessary. See Section II, paragraph 5b, Changes to Pinpoint Account Requirements.

f. NGB Publications (except component listings - See Section V) will be requisitioned on a CAL ARNG Form 310-2 (CAL ARNG Requisition for NGB Publications), prepared in accordance with the example (see Appendix K).

g. The CAL ARNG Form 310-2 is submitted once a month, by the second Friday of each month. Due to limited printing funds, resupply of NGB publications is limited to two (2) copies only.

h. Non-DA Publications (i.e. FORSCOM, TRADOC, 6th U.S. Army, CAL ARNG Checklists, etc.) other than NGB Publications will be ordered on separate DA Form 17's (Requisition for Publications and Blank Forms) (see Appendix F & G).

(1) The "Account Number" block will contain the unit's assigned PAC code as identified (see Appendix E).

(2) Items will be entered in numerical sequence in the "Numerical Designation" block.

(3) The DA Form 17 will be forwarded in two (2) copies to the USPFO Publications Center. The form will be assembled with two (2) copies of page 1 together, two (2) copies of page 2 together, etc.

SECTION IV - RESUPPLY OF BLANK FORMS

7. GENERAL. a. Blank forms requisitions will only be accepted from the Publications officer so designated on the DA Form 12-R on file in the USPFO Publications Center.

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b. Certain CAL ARNG and CAL NG blank forms are stocked at the USPFO Publications Center (see Appendix N). All State of California forms not listed may be obtained from OTAG, ATTN: CAAS-GF, utilizing a DA Form 17 (see reference CAL ARNG Pam 310-2).

c. Explanations of Unit of Issue codes and Footnotes for Blank Forms and Publications (see Appendix H & O).

8. USPFO STOCKED BLANK FORMS. All blank forms (except sensitive and accountable forms, see paragraph below) stocked at the USPFO Publications Center will be ordered on a CAL ARNG Form 310-1 (CAL ARNG Requisition for Blank Forms) (see Appendix J).

a. Prepare the CAL ARNG Form 310-1 as follows:

(1) The unit's PAC code and Publications officer's signature will be entered at the top of the form. (The Publications officer needs to only sign the first page, the remaining pages should be initialed.)

(2) If any blank form not listed on the CAL ARNG Form 310-1 (with the exception of CAL ARNG and CAL NG Forms not stocked) is required, after ensuring it is a current form by checking DA Pamphlet 25-30, may be written-in in the blank spaces provided.

b. CAL ARNG Form 310-1 is to be submitted once a month, by the second Friday of the month. With unit quantities on-hand and all due-outs being considered, requisitions for resupply are restricted to a 60-day level for units.

c. The CAL ARNG Form 310-1 will be forwarded to the USPFO Publications Center in one (1) copy only. This copy will be returned with the requested forms, and will be annotated with the status of those forms the USPFO Publications Center is unable to immediately supply.

9. SENSITIVE/ACCOUNTABLE BLANK FORMS. a. Sensitive and accountable blank forms will be ordered on CAL ARNG Form 310-3 (CAL ARNG Requisition for Accountable/ Sensitive Blank Forms) (see Appendix L).

b. Units must have an account of **CONFIDENTIAL** or **HIGHER** to requisition, receive and store accountable/sensitive forms.

c. Units authorized to order DD Form 1544 (Cash Meal Payment Book) will make sure they have a current DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) on file at the USPFO Publications Center, and use CAL ARNG Form 310-3 to order the Form. (Note: Division units are not required to submit their DA Form 1687 for DD Form 1544's thru Division Headquarters for approval). The DA Form 1687's will be revised at the beginning of each fiscal year.

d. Only those units or organizations listed as issuing agencies in CAL ARNG Regulation 640-3 may order any Identification Cards listed in the above regulation.

10. ACQUISITION OF BLANK FORMS BY FULL-TIME CAL ARNG RECRUITERS. a. Full-time CAL ARNG recruiters will order blank forms in accordance with paragraph 8a, above.

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b. The CAL ARNG Form 310-1 will be sent to OTAG, ATTN: CAMP-RR (BOX 28) where the form will be reviewed for need and completeness, and then signed. The CAL ARNG Form 310-1 will then be forwarded from OTAG to the USPFO Publications Center for processing.

11. ACQUISITION OF BLANK FORMS BY ORGANIZATIONAL MAINTENANCE SHOPS (OMS).

a. Organizational Maintenance Shops will order blank forms in accordance with paragraph 8a, above.

b. Each OMS will have on file in the USPFO Publications Center a current DA Form 12-R on which will be listed the person (Shop Foreman or other designed individual) authorized to sign the CAL ARNG Form 310-1.

c. The OMS's blank forms Publications Account Code (see Appendix E) will be listed in the "Account Number" portion of the CAL ARNG 310-1. Blank forms will be shipped by the USPFO Publications Center directly to the OMS.

SECTION V - NGB CHECKLISTS

12. PRODUCTION LISTINGS AND INDEX CHANGES. a. Production listings and index changes are distributed to units by the USPFO Publications Center when received from NGB. (They are not to be used in lieu of a DA Form 17 when ordering NGB Checklists). They are ("Information only") copies to be used to update the checklist index and should be posted as any change to a publication would be posted.

b. The USPFO Publications Center makes initial distribution of all new checklists to applicable units as they are received from NGB.

c. Requisitions for checklists will only be accepted from the Publications Officer designated on a DA Form 12R on file at the USPFO Publications Center. NGB Checklists will be ordered on a DA Form 17 prepared in accordance with Section III, paragraph 6h and Appendix G.

SECTION VI - TEST CONTROL MATERIAL

13. ACQUISITION OF TEST CONTROL MATERIAL. Reference DA Pamphlet 25-30, all personnel testing materials will be requisitioned using the following guidelines:

a. Complete DA Form 4569 as illustrated in Appendix P for Non-Divisional units/activities, and as illustrated in Appendix Q for Divisional units. The Test Control officer (TCO), as appointed on SQT Orders by CAAS, will forward the DA Form 4569 to the USPFO Publications Center. (Note: a copy of the SQT orders need to be on file at the USPFO Publications Center).

b. The 40th Infantry Division's TCO will consolidate and forward all requisitions for testing materials, as received from divisional units/activities, to the USPFO Publications Center.

SECTION VII - UNIT MOBILIZATION

14. **GENERAL.** a. **Publications.** The publications identified in Appendix R are the minimum essential publications, contingent upon a unit's mission, to be on hand at Home Station in the event of mobilization. Publications Officers will review their pinpoint accounts and publications on hand at least twice each year to ensure the minimum mission essential publications are on hand and up to date.

b. **Blank Forms.** The USPFO Publications Center stocks all blank forms required for mobilization (use a CAL ARNG Form 310-5 for ordering mobilization requirements, see Appendix M).

c. **Envelopes/Blank Labels.** The USPFO Publications Center stocks sufficient Envelopes/Blank Labels to supply deployable units with a 60-day supply to be used when units are deployed to areas without postal meters. Only in the event of an actual mobilization will a unit submit requisitions for Envelopes/Blank Labels to the USPFO Publications Center.

SECTION VIII - MISCELLANEOUS

15. **MISCELLANEOUS.** a. Although publications and blank forms are considered expendable items all Publications Officers will initiate and enforce positive measures to minimize the indiscriminate use, waste and loss of such items.

b. Under no circumstances should surplus copies of publications or blank forms be returned to the USPFO Publications Center without first calling for disposition instructions. This is particularly important when classified publications or sensitive/accountable blank forms are involved since unnecessary transmittal increases the possibility of compromise. Surplus copies of publications and blank forms should be reported through command channels to the USPFO Publications Center for disposition instructions.

c. Publications Officers are expected to thoroughly edit requisitions for publications or blank forms prior to their submission to the USPFO Publications Center. Failure to properly edit requisitions may result in a delay or disapproval.

d. It is highly recommended that each unit/activity Pinpoint Account develop and use a Standing Operating Procedure (SOP) for the control and distribution of all publications and blank forms within the organization, be it an activity, battalion or separate company. Unit/activities may contact the USPFO Publications Center for an exchange of information and/or ideas.

e. USPFO Memorandums will be converted to CAL ARNG Regulations and will also be stocked at OTAG, ATTN: CAAS-GF Resupply of the above mentioned items will be ordered using the DA Form 17, IAW SECTION III, paragraph 6c.

f. USPFO Supply Bulletins are being incorporated into the monthly Logistical Readiness Bulletin. Logistical Readiness Bulletins are distributed by OTAG to Units/Activities.

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APPENDIX A

DA Form 12-R
Sample

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT		
For use of this form, see DA Cr 310-88-2; the proponent agency is OACSA		
1. ACCOUNT NUMBER J1040	2. DATE	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input checked="" type="checkbox"/> CHANGE
4. FROM: (Include 5-Digit ZIP Code) COMMANDER DET 1, HQS STARC PO BOX 8104/BLDG 631 SLO, CA 93403-8104	5. THRU: (Include 5-Digit ZIP Code) ADJUTANT GENERAL CAARNG USPFO/PUBS PO BOX 8104/BLDG 632 SLO, CA 93403-8104	6. TO: Commander USA Publications Center 2800 Eastern Blvd Baltimore, MD 21226-2896
SECTION I—GENERAL		
7. Request an account be established IAW AR 310-2 for the following type service: <input checked="" type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST CONTROL MATERIAL		
8. UNIT DESCRIPTION DATA		
a. UNIT IDENTIFICATION CODE WBAYAI	b. TOE NUMBER	c. TOA NUMBER MTDA
9. LOCATION <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> ALASKA <input type="checkbox"/> EUROPE <input type="checkbox"/> MOW <input type="checkbox"/> HAWAII <input type="checkbox"/> PACIFIC <input type="checkbox"/> PANAMA		
10. COMPONENT <input type="checkbox"/> ACTIVE ARMY <input type="checkbox"/> ARMY RESERVE <input checked="" type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> DOD ACTIVITY <input type="checkbox"/> OTHER:		
11. The Publications Officer for this organization will be:		
a. TYPED NAME, GRADE AND TITLE OF PUBLICATIONS OFFICER JOHN L. JONES, SSG STEVE R. SMITH, SGT	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON 878-9315 COMMERCIAL 805-549-6315
SECTION II—ACCOUNT CLASSIFICATION LEVEL		
12. Request the following classification level for this account: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
13. The organization has adequate equipment and properly cleared personnel to receive and safeguard material according to the classification requested for this account.		
14. If classified service is approved, the Security Officer will be:		
a. TYPED NAME, GRADE AND TITLE OF SECURITY OFFICER ROGER P. JOHNSON, CW3	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON 878-9229 COMMERCIAL 805-549-6229
SECTION III—CHANGE OF ADDRESS		
15a. OLD ADDRESS (Include 5-Digit ZIP Code) COMMANDER DET 1, STARC PO BOX 8104 SLO, CA 93403-8104	b. NEW ADDRESS (Include 5-Digit ZIP Code) COMMANDER DET 1, HQS STARC PO BOX 8104/BLDG 631 SLO, CA 93403-8104 Effective Date:	
SECTION IV—AUTHENTICATING OFFICIALS		
16a. TYPED NAME, GRADE AND TITLE OF COMMANDER LARRY B. SMITH MAJ, QM, CAARNG COMMANDING	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON 878-9315 COMMERCIAL 805-549-6315
17a. TYPED NAME, GRADE AND TITLE OF INSTALLATION PCO	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON 878-9240 COMMERCIAL 805-549-6240

DA Form 12-R, NOV 84

EDITION OF JUN 84 IS OBSOLETE

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CA ARNG FORM 12-99R
Sample

[illegible]

B-1

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DA FORM 4569
Sample

Sharon A. Mazzoni

[illegible]

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APPENDIX D

DATA PROCESSING STANDARDS FOR USE ON DA FORM 4569

D-1. The following Data Processing Standards will be observed when completing the DA Form 4569:

- a. If the character is "ZERO", enter 0.
- b. If the character is the letter "O", enter O.
- c. If the character is "ONE", enter 1.
- d. If the character is the letter "I", enter I.
- e. If the character is the number "2", enter 2.
- f. If the character is the letter "Z", enter Z.
- g. If the character is the letter "U", enter U.
- h. If the character is the letter "V", enter V.

D-2. Non-adherence to these standards may result in the rejection of line items and non-receipt of publications.

APPENDIX E

LIST OF PUBLICATION ACCOUNT CODES

<u>PAC</u>	<u>UNIT/ORGANIZATION</u>	<u>PAC</u>	<u>UNIT/ORGANIZATION</u>
000	OTAG	133	CO C 132ND ENGR
001	HQS STARC	134	CO D 132ND ENGR
002	DET 1, HQS STARC	135	CO E 132ND ENGR
003	DET 2, HQS STARC	140	HQS 240TH SIGNAL BN
005	DET 4, TRP CMD	141	CO A 240TH SIGNAL
008	STATE MAINTENANCE OFF	142	CO B 240TH SIGNAL
009	A&IR NORTH USPFO MAFB	143	CO C 240TH SIGNAL
060	170TH MP DET	144	DET 1, CO B 240TH
070	69TH PA DET	145	DET 1, CO C 240TH
100	HQS 40TH DIV (M)	160	HQS 40TH DIVARTY
101	G3, 40TH INF DIV	161	BTRY F 144 FA
102	TASK FORCE GRIZZLY	170	HQS 1/143RD FA BN
103	NICI	180	HQS 1/140TH FA BN
110	40TH MP CO	181	BTRY A 1/144TH FA
112	140TH CHEMICAL CO	182	BTRY B 1/144TH FA
120	HHSC 1/140TH AVN BN	183	BTRY C 1/144TH FA
122	CO D 140TH AVN	190	HQS 2/144TH FA BN
126	CO E 140TH AVN	200	HQS 3/144TH FA BN
128	CO F 140TH AVN	210	40TH DISCOM
130	HQS 132ND ENGR BN	220	40TH DIV BAND
131	CO A 132ND ENGR	230	40TH FINANCE CO

APPENDIX E (continued)

LIST OF PUBLICATION ACCOUNT CODES

<u>PAC</u>	<u>UNIT/ORGANIZATION</u>	<u>PAC</u>	<u>UNIT/ORGANIZATION</u>
241	CO A 540TH MSB	292	CO B 4/160TH INF
242	CO B 540TH MSB	293	CO C 4/160TH INF
243	CO C 540TH MSB	294	CO D 4/160TH INF
244	CO D 540TH MSB	295	CO E 4/160TH INF
245	CO F 540TH MSB	310	HQS 2/185TH ARM BN
247	CO G 540TH MSB	311	CO A 2/185TH ARMOR
248	DET 1, CO C 540TH	312	CO B 2/185TH ARMOR
250	HQS 240TH SPT BN	313	CO C 2/185TH ARMOR
251	CO A 240TH SPT	314	CO D 2/185TH ARMOR
252	CO B 240TH SPT	320	HQS 2ND BDE
260	HQS 40TH SPT BN	322	HHT 1/18TH CAV SQD
261	CO A 40TH SPT	327	TRP D, 1/18TH CAV
262	CO B 40TH SPT	330	HQS 3/160TH INF BN
263	CO C 40TH SPT	331	CO A 3/160TH INF
270	HQS 2ND BDE	332	CO B 3/160TH INF
280	HQS 340TH SPT BN	334	CO D 3/160TH INF
281	CO A 340TH SPT	335	CO E 3/160TH INF
282	CO B 340TH SPT	340	HQS 1/185TH ARM BN
283	DET 1, CO B 340TH	341	CO A 1/185TH ARMOR
284	CO C 340TH SPT	342	CO B 1/185TH ARMOR
290	HQS 4/160TH INF BN	343	CO C 1/185TH ARMOR
291	CO A 4/160TH INF	344	CO D 1/185TH ARMOR

APPENDIX E (continued)

LIST OF PUBLICATION ACCOUNT CODES

<u>PAC</u>	<u>UNIT/ORGANIZATION</u>	<u>PAC</u>	<u>UNIT/ORGANIZATION</u>
350	HQS 3/185TH ARM BN	411	CO A 2/160TH INF
352	CO B 3/185TH ARMOR	412	CO B 2/160TH INF
354	CO D 3/185TH ARMOR	413	CO C 2/160TH INF
360	HQS 3RD BDE	414	CO D 2/160TH INF
370	HQS 1/149TH ARM BN	415	CO E 2/160TH INF
371	CO A 1/149TH ARMOR	416	DET 1, CO C 2/160TH
372	CO B 1/149TH ARMOR	417	DET 1, HHC 2/160TH
373	CO C 1/149TH ARMOR	420	HQS 49TH MP BDE
374	CO D 1/149TH ARMOR	440	49TH PSC
380	HQS 1/184TH INF BN	480	DET 1, 649 MP CO
381	CO A 1/184TH INF	481	649TH MP CO
382	CO B 1/184TH INF	490	HQS 143RD MP BN
383	CO C 1/184TH INF	510	670TH MP CO
384	CO D 1/184TH INF	511	DET 1, 670TH MP CO
385	CO E 1/184TH INF	520	970TH MP CO
390	HQS 2/159TH INF BN	521	DET 1, 970TH MP CO
391	CO 1 2/159TH INF	530	HQS 185TH MP BN
392	CO B 2/159TH INF	540	270TH MP CO
393	CO C 2/159TH INF	550	870TH MP CO
394	CO D 2/159TH INF	551	DET 1, 870TH MP CO
395	CO E 2/159TH INF	560	HQS 579TH ENGR BN
410	HQS 2/160TH INF BN	561	CO A 579TH ENGR

APPENDIX E (continued)

LIST OF PUBLICATION ACCOUNT CODES

<u>PAC</u>	<u>UNIT/ORGANIZATION</u>	<u>PAC</u>	<u>UNIT/ORGANIZATION</u>
562	CO B 579TH ENGR	870	CO G 140TH AVN
563	DET 1, CO C 579TH	901	LONG BEACH CSMS
564	CO D 579TH ENGR	903	STOCKTON CSMS
600	HQS 115TH SPT GP	906	CAMP ROBERTS MATES
610	161ST MAINT CO	908	FT IRWIN MATES
620	123RD MAINT CO	911	FRESNO AVCRAD
630	118TH MAINT CO	912	LOS ALAMITOS AASF
631	DET 1, 118TH	913	STOCKTON AASF
632	DS3, 118TH MAINT	914	SACRAMENTO AASF
650	HQS 185TH TRANS BN	915	FRESNO AAFA
660	1113TH TRANS CO	916	LOS ALAMITOS AA OPNS
670	2632TH TRANS CO	943	HQS CAMP ROBERTS ISU
680	2668TH TRANS CO	953	POST HQS LOS ALAMITOS
690	HQS 749TH MAINT BN	960	CMA
710	349TH QM CO	980	RSTM-CR
720	351ST QM CO	981	IG OFFICE
721	112TH ENGR CO	982	CAMP CARE
800	HQS 175TH MED BDE	983	40TH PSC
804	980TH MEDSOM	984	59TH ARMY BAND
810	126TH MED CO	985	159TH ARMY BAND
820	143RD EVAC HOSPITAL	986	HQS 3/140TH AVN BN

APPENDIX E (continued)

LIST OF PUBLICATION ACCOUNT CODES

<u>PAC</u>	<u>UNIT/ORGANIZATION</u>	<u>PAC</u>	<u>UNIT/ORGANIZATION</u>
830	146TH CBT SPT HOSPITAL	987	40TH DIV MMC
988	HQS 40TH CAV BDE	018	OMS 18
989	224TH TRANS DET	019	OMS 19
990	MP3	020	OMS 20
991	HQS 223RD MI BN	021	OMS 21
01	OMS 1	022	OMS 22
02	OMS 2	023	OMS 23
03	OMS 3	024	OMS 24
04	OMS 4	025	OMS 25
05	OMS 5	034	OMS 34
06	OMS 6	035	OMS 35
07	OMS 7	036	OMS 36
08	OMS 8	037	OMS 37
09	OMS 9	038	OMS 38
010	OMS 10	039	OMS 39
011	OMS 11	040	OMS 40
012	OMS 12		
013	OMS 13		
014	OMS 14		
015	OMS 15		
016	OMS 16		
017	OMS 17		

8 November 1991

CAL ARNGR 25-33

APPENDIX F

DA FORM 17
Sample

REQUISITION FOR PUBLICATIONS AND BLANK FORMS <small>For use of this form, see AR 310-2; the proponent is TAGCEN.</small>				PAGE <u>1</u> OF <u>1</u> PAGES		DATE OF REQUISITION <u>17 JUN 91</u>		REQUISITION NUMBER <small>(Assigned by Supply Source)</small>		
NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS						ACCOUNT NO. <u>000</u>				
1. TYPE OF REQUISITION <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		2. JUSTIFICATION FOR SPECIAL REQUISITION						3. REQUIRED DATE <small>(Use Julian date)</small>		
4. ITEMS REQUESTED HEREON ARE <input type="checkbox"/> ACT ARMY <input checked="" type="checkbox"/> ARNG <input type="checkbox"/> USAR <input type="checkbox"/> ROTC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> FOOD <input type="checkbox"/> ACCOUNTABLE <input type="checkbox"/> SENSITIVE <input type="checkbox"/> SCHOOL REQUIREMENT										
5. TO: <small>(Include ZIP Code)</small> ADJUTANT GENERAL CAARNG USPFO/PUBS PO BOX 8104/BLDG 632 SLO, CA 93403-8104					6. SHIP TO: <small>(Complete address, include ZIP Code)</small> Commander OTAG-SHF (GF) 2829 Watt Ave Sacramento CA 95821-0405					
7. REQUIREMENTS					8. SUPPLY ACTION BY SOURCE					
LINE NO.	NUMERICAL DESIGNATION OF REQUISITIONED ITEM	UNIT <small>(Form only)</small>	QUANTITY REQUIRED	S H I P	D O	SPECIAL ACTION <small>(See reverse side for explanation of symbols used)</small>				
	FORSOM PAMPHLETS									
1.	25-30	ea	1							
	6A PAMPHLETS									
2.	25-30	ea	1							
	TRADOC PAMPHLETS									
3.	25-30	ea	1							
9. TYPED NAME AND GRADE OF COMMANDING OFFICER, ADJUTANT, PUBLICATIONS OR PROPERTY OFFICER.					10. SHIPPED BY <input type="checkbox"/> MAIL <input type="checkbox"/> AIRMAIL <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> OTHER <small>(Specify)</small>					
SIGNATURE					11. CARTONS <small>(Number)</small>		12. BOXES <small>(Number)</small>		13. WEIGHT	
					14. DATE SHIPPED					
					15. S L OR REGISTRY NUMBER(s)					
					16a. EDITED BY		b. DATE		17a. FILLED BY	
DO NOT USE TO REQUISITION FROM USAAGPC'S. USE DA FORM 4569 TO REQUISITION FROM USAAGPC'S. THIS FORM IS FOR LOCAL USE ONLY.										

DA FORM 17 (TEST)
1 OCT 79

EDITION OF 1 JAN 70 IS OBSOLETE.

1st Copy - USPFO
2nd Copy - Unit
3rd Copy - Unit File

8 November 1991

CAL ARNGR 25-33

APPENDIX G

DA FORM 17
Sample

REQUISITION FOR PUBLICATIONS AND BLANK FORMS <small>For use of this form, see AR 310-2; the proponent is TAGCEN.</small>				PAGE <u>1</u> OF <u>1</u> PAGES		DATE OF REQUISITION <u>17 JUN 91</u>		REQUISITION NUMBER <small>(Assigned by Supply Source)</small>					
NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS						ACCOUNT NO. <u>000</u>							
1. TYPE OF REQUISITION <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		2. JUSTIFICATION FOR SPECIAL REQUISITION						3. REQUIRED DATE (Use Julian date)					
4. ITEMS REQUESTED HEREON ARE <input type="checkbox"/> ACT ARMY <input checked="" type="checkbox"/> ARNG <input type="checkbox"/> USAH <input type="checkbox"/> ROTC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> FOOD <input type="checkbox"/> ACCOUNTABLE <input type="checkbox"/> SENSITIVE <input type="checkbox"/> SCHOOL REQUIREMENT													
5. TO: <small>(Include ZIP Code)</small>		ADJUTANT GENERAL CAARNG USPFO/PUBS PO BOX 8104/BLDG 632 SLO, CA 93403-8104				6. SHIP TO: <small>(Complete address, include ZIP Code)</small> Commander OTAG-SMF (GF) 2829 Watt Ave Sacramento CA 95821-0405							
7. REQUIREMENTS						9. SUPPLY ACTION BY SOURCE							
LINE NO.	NUMERICAL DESIGNATION OF REQUISITIONED ITEM	UNIT <small>(Form only)</small>	QUANTITY REQUIRED	SHIP TO	SPECIAL ACTION <small>(See reverse side for explanation of symbols used)</small>								
	NGR CHECKLISTS												
1.	20012	PA	5										
2.	40001	CA	5										
3.	41045	PA	5										
8. TYPED NAME AND GRADE OF COMMANDING OFFICER, ADJUTANT, PUBLICATIONS OR PROPERTY OFFICER.						10. SHIPPED BY <input type="checkbox"/> MAIL <input type="checkbox"/> AIRMAIL <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> OTHER <small>(Specify)</small>							
SIGNATURE						11. CARTONS <small>(Number)</small>		12. BOXES <small>(Number)</small>		13. WEIGHT		14. DATE SHIPPED	
						15. S L OR REGISTRY NUMBER(s)							
						16a. EDITED BY		b. DATE		17a. FILLED BY		b. DATE	
DO NOT USE TO REQUISITION FROM USAAGPC'S. USE DA FORM 4569 TO REQUISITION FROM USAAGPC'S. THIS FORM IS FOR LOCAL USE ONLY.													

DA FORM 17 (TEST)

EDITION OF 1 JAN 70 IS OBSOLETE.

1st Copy - USPFO
2nd Copy - Unit
3rd Copy - Unit File

APPENDIX H

DA Pam 25-30
FOOTNOTE CODES

THE FOLLOWING FOOTNOTES ARE USED IN ALL 12 SECTIONS OF DA Pam 25- 30.

1. REQUIRED FOR MOBILIZATION USE (AT HOME SITE)
2. REQUIRED FOR MOBILIZATION USE (AT MOB SITE)
3. APPLICABLE TO UNITS OF THE ARMY RESERVE/NATIONAL GUARD
4. PUBLICATIONS NOT RELEASEABLE TO FOREIGN NATIONALS (NOFORN)
5. PUBLICATION NOT AVAILABLE - UNDER REVISION
6. PUBLICATION NOT AVAILABLE - INITIAL DISTRIBUTION ONLY (NO STOCK)
7. JOINT SERVICE PUBLICATION (SEE TITLE FOR JOINT SVC PUB NUMBER)
8. PUBLICATION NOT AVAILABLE - WILL NOT REPRINT STATUS BY PROPONENT
9. DISTRIBUTION RESTRICTION - THIS PUBLICATION CONTAINS TECHNICAL OR OPERATIONAL INFORMATION THAT IS FOR OFFICAL GOVERNMENT USE ONLY. DISTRIBUTION IS LIMITED-CHECK PUBLICATION FOR EXACT LIMITATIONS. REQUEST FROM OUTSIDE THE US GOVERNMENT FOR RELEASE OF THIS PUBLICATION UNDER THE FREEDOM OF INFORMATION ACT OR THE FOREIGN MILITARY SALES PROGRAM MUST BE MADE TO THE PROPONENT OF THE RESPECTIVE PUBLICATION.
10. SENSITIVE FORM (CONTROL REQUIRED)
11. ACCOUNTABLE FORM (CONTROL REQUIRED)
12. LABEL CARTON PACKED 20 M-2 UP
13. LABEL CARTON PACKED 10 M
14. REQUIRES PRIVACY ACT STATEMENT (AR 340-21)
15. SENSITIVE & REQUIRES PRIVACY ACT STATEMENT
16. ACCOUNTABLE & REQUIRES PRIVACY ACT STATEMENT
17. PREVIOUS EDITION IS OBSOLETE (DO NOT USE - DESTROY)
18. PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED
19. PUBLICATION NOT RELEASABLE OUTSIDE US GOVERNMENT

APPENDIX H (continued)

DA Pam 25-30
FOOTNOTE CODES

- 20. PUBLICATION INCLUDED IN RESERVE COMPONENTS PERSONNEL HANDBOOK
- 21. PUBLICATION INCLUDED IN UNIT SUPPLY HANDBOOK
- 22. PUBLICATION INCLUDED IN MWR HANDBOOK
- 23. PUBLICATION INCLUDED IN ALL RANKS PERSONNEL HANDBOOK
- 24. PUBLICATION INCLUDED IN OFFICER RANKS PERSONNEL HANDBOOK
- 25. PUBLICATION INCLUDED IN ENLISTED RANKS PERSONNEL HANDBOOK
- 26. PUBLICATION NOT AVAILABLE - WILL NOT REPRINT - NO FUNDS
- 27. JOINT SERVICE PUBLICATION AND PRESCRIBES FORMS
- 28. PUBLICATION INCLUDED IN MAINTENANCE MANAGEMENT HANDBOOK
- 29. PUBLICATION INCLUDED IN FINANCE HANDBOOK
- 30. PUBLICATION INCLUDED IN MESSAGE ADDRESS DIRECTORY HANDBOOK
- 31. PUBLICATION INCLUDED IN PHYSICAL SECURITY HANDBOOK
- 32. PUBLICATION INCLUDED IN EVALUATION HANDBOOK
- 33. PUBLICATION PUBLISHED IN UPDATE STAND-ALONE (SINGLE BOOK)
- 34. PUBLICATION INCLUDED IN MILITARY OCCUPATIONAL CLASSIFICATION
STRUCTURE HANDBOOK
- 40. PUBLICATION CONTAINS COPYRIGHTED MATERIAL

APPENDIX I

ERROR REJECT CODES

When your requisition has errors in it, the U.S. Army Publications Distribution Center - Baltimore sends you an "error message." This message comes to you in a teletype message. This message will show you the information you listed in columns 1-60 of your DA Form 4569. After this information, an error code will be shown that tells you why the item you requested is wrong. The codes used are as follows:

CODE EXPLANATION

DC Cancelled. Item previously reported as DO (due-out) has been rescinded, superseded, or has been due out for more than 270 days. Check DA Pam 25-30, Consolidated Index of Army publications and Blank Forms, for current status. If cancelled because due-out for more than 270 days, submit a new requisition.

DO Item back order against a due-in stock. Item will be shipped when stock becomes available.

DR Item previously reported as DO (due-out) has been released for shipment.

DS Item is being processed for direct delivery procurement. Allow extra time for receipt.

ER Rejected. Cannot identify requested item, Columns 11-38. Check DA Pam 25-30 for the correct nomenclature. Ensure all spacing, slashes and dashes are included as listed.

FK Sufficient quantity not available to fill request. Partial Quantity being shipped. If requirement still exists, resubmit a new requisition for the remainder in 180 days.

ID Cancelled. Distribution is restricted by subject matter proponent. Submit request to proponent identified in DA Pam 25-30, Consolidated Index For Army Publications and Blank Forms, with justification.

IL Cancelled. Distribution is restricted by subject matter proponent. Submit request to proponent identified in DA Pam 25-30 with justification.

IV Item requested is frozen for inventory. Your request will be processed and shipped when inventory is completed.

LR Rejected. Source of supply is local reproduction. Form is not stocked by the USAPDCs. Check DA Pam 25-30 for the prescribing directive. Consult directive for a sample of the form for reproduction.

MO Amount requisitioned is suspect of error or is excessive. Partial quantity being shipped. If requirement still exists, send a new requisition via hardcopy DA Form 4569 with justification for the remaining quantity required.

NC Rejected. The item requested is classified and your account is not authorized receipt of classified publications. Check DA Pam 25-30 for classified accounts requirements.

APPENDIX I (continued)

ERROR REJECT CODES

NR Cancelled. Item not available and out of print. If copy is available, one time local reproduction authority is granted for this requisition only. If item cannot be reproduced, inquiries should be forwarded to the proponent identified in DA Pam 25-30.

PA Rejected. Item requested is proponent controlled. Submit new requisition through appropriate proponent with justifications.

RB Cancelled. Item authorized for issue to US Government agencies only. Exception should be addressed to proponent indicated in DA Pam 25-30.

RC Cancelled. Item has been rescinded. Copies are not available for issue.

RD Cancelled. Distribution is limited to US Government agencies.

RE Cancelled. Distribution is limited to DOD Components only. Exceptions should be addressed to proponent indicated in the DA Pam 25-30.

RF Cancelled. Distribution is controlled by proponent. Request for release should be addressed to proponent indicated in DA Pam 25-30.

RG Cancelled. Distribution is limited to US Government agencies and Government contractors. Exception should be addressed to proponent indicated in DA Pam 25-30.

RP Rejected. Change requested, columns 40-42, is no longer available. Change has been incorporated in the basic publication. Resubmit requirement for basic publication.

RR Cancelled. Distribution is limited to DOD and DOD contractors. Exception should be addressed to proponent indicated in DA Pam 25-30.

RX Cancelled. Distribution of requested item is limited to U.S. Government agencies and private individuals or enterprises eligible to obtain export controlled technical data in accordance with regulations implementing Title USC 140C. Exception should be addressed to proponent indicated in DA Pam 25-30.

R4 Rejected. Unable to process because of an error in the change requested columns, 40-42. Check DA Pam 25-30 to see if change exists or to correct error.

R5 Rejected. Unable to process because of error in the quantity required columns, 44-48. These columns must be numeric; use leading zeros.

R6 Rejected. Your account number is incorrect, Columns 1-5. The most common error made is the use of the letter O instead of the number 0 in positions 2 through 5 of the account number field. The first position of your account number must be a letter and the remaining four must be numbers. Verify your account and resubmit the requisition.

APPENDIX I (continued)

ERROR REJECT CODES

R7 Rejected. Your account is not authorized resupply service. If resupply service is required, submit a new DA Form 12-R to the U.S. Army Publications Distribution Center Baltimore to have this service added to your account.

R8 Rejected. Your account is not authorized blank forms service. Source of supply is your overseas publications center or installation forms stockroom. If service is required, submit a new DA Form 12-R with justification to the U.S. Army Publications Distribution Center Baltimore.

R9 Rejected. The ZIP CODE/APO number identified in card column 56-60, did not match the master name and address file. Verify ZIP code/APO number. If you made an error, correct and resubmit the requisition. If correct, submit a revised DA Form 12-R to indicate your address change. Submit the revised DA Form 12-R before sending any more requisitions.

SS Cancelled. Item has been superseded. Check DA Pam 25-30 for replacement item. Submit new requisition for replacement item.

TC Cancelled. Item requested is for Test Control Officers only.

UF Cancelled. Item is currently out of stock and has been temporarily taken out of print by the proponent due to a shortage of printing funds. Submit a new requisition in 180 days, if still required.

UI Rejected. Unit of issue, columns 50-54, does not agree with item unit of issue and cannot be converted. If still needed, check DA Pam 25-30 for the correct unit of issue; send a new requisition with correct unit of issue and quantity.

UP Rejected. Item is no longer printed as a stand alone publication. Check DA Pam 25-30 to determine which UPDATE handbook contains this publication. Resubmit your requirement for the appropriate UPDATE handbook using the DA Form 12-99-R. Handbooks are not available through resupply. You will receive the next edition of the handbook when printed. (If on your 12 series requirements.)

UR Cancelled. Item is under revision by the proponent and not available for issue. Inquiries as to availability should be addressed to proponent indicated in DA Pam 25-30.

APPENDIX I (continued)

USPFO Form 310-12F
Sample

ACCOUNT # _____ Refer to DA PAM 310-10, Appendix G, Error Codes or Appendix H, Advice of Supply Codes, for explanation of codes.

RCCUAGZJ RULNBPC3368 1191400 MIMS-0000--RUWANCA.						
TO AG STATE OF CA SAN LUIS OBSPD CA						
J0812 4	CIR 415-84-1	000 00003 EA	93451	ER		
J0812 0	DA PAM 710-2-117	000 00002 FICHE	93451	ER		
J0812 4	FM 17-12-7	000 00002 EA	93451	ER		
J0812 0	SC 4910-95-CL-A51	000 00002 FICHE	93451	ER		
J0812 4	TC 17-15-13	000 00002 EA	93451	ER		
J0812 0	TM 5-4930-230-23P	00002	93451	OC		
J0812 0	TM 5-6115-5454-12	ALL 00003 EA	93451	ER		
J0812 3	TM 9-1015-215-15	000 00015 EA	93451	ER		
J0812 4	TM 9-1410-480-34	009 00001 EA	93451	R4		
J0812 4	TM 9-1425-484-10	006 00002 EA	93451	R4		
J0812 4	TM 9-1425-484-24	004 00001 EA	93451	R4		
J0812 4	TM 9-1425-484-24	005 00001 EA	93451	R4		
J0812 2	TM 9-4930-227-14	007 00001 EA	93451	ER		
RCCUAGZJ RULNBPC3368 1191400 0016-0000						

ADVICE OF SUPPLY (STATUS)/ERROR CODES - MESSAGE

USPFO Form 310-12F, Rev 1 May 87, Replaces USPFO Form 14, which is obsolete

8 November 1991

CAL ARNGR 25-33

APPENDIX J

CAL ARNG REQUISITION FOR BLANK FORMS Sample

CAL ARNG REQUISITION FOR BLANK FORMS

ACCT #	SIGNATURE	DATE	TOTAL LINE ITEMS
DA FORMS	W/I	QTY	A/C
2-1	cdc		
6	cs		
12(T)	cs		
17-1(T)	cs		
31	st4		
61	cs		
67-8	cs		
67-8-1	cs		
83	cd		
85	cd		
87	cert		
88	cd		
145	cs		
160	cs		
200	cs		
201	fl		
201A	cd		
209	cd		
268	st5		
272	cs		
285	st5		
285-1	st5		
330	st3		
348	cs		
360	cs		
410	st3		
444	pd100		
455	cs		
461-5	cs		
479	cd		
479-1	cd		
581	stc6		
581-1	stc6		
638	st3		
638-1	cs		
647	cs		
647-1	cd		
669	cd		
705	cd		
759	cs		
759-1	cs		
1045	st3		
1155	bk30		
1156	bk30		
1296	cd		
1300-4	tg		
1379	stc5		
1506	cs		
1574	cs		
1594	cs		
1687	st3		
1804	tg		
2028	cs		
DA FORMS	W/I	QTY	A/C
2062	cs		
2062	sm		
2063R	cs		
2064	cs		
2139	stc5		
2166-7	ptcl		
2166-7-1	cs		
2171	cs		
2173	cs		
2233	stc5		
2401	cs		
2402	tpst4		
2404	pd50		
2405	cs		
2406	cs		
2407	st5		
2407-1	st4		
2408	cd		
2408-4	cd		
2408-5	cd		
2408-9	st3		
2408-12	cd		
2408-13	cd		
2408-14	cd		
2408-20	cd		
2409	cd		
2627	st6		
2627-1	cs		
2627-2	st6		
2765	tcbr		
2765-1	st4		
2823	cs		
2886	st3		
2962	cs		
2970	cs		
3032	cs		
3033	cs		
3034	cs		
3034	sm		
3037	st3		
3053	cs		
3056	cs		
3078	st6		
3161	pd50		
3161-1	pd50		
3266	cs		
3266-1	cs		
3318	cd		
3328	cs		
3328-1	cd		
3355	cs		
3356	cs		
3357	cs		
DA FORMS	W/I	QTY	A/C
3365	cs		
3444	fl		
3444-1	fl		
3444-2	fl		
3444-3	fl		
3444-4	fl		
3444-5	fl		
3444-6	fl		
3444-7	fl		
3444-8	fl		
3444-9	fl		
3590	cs		
3626	cd		
3643	cs		
3644	cs		
3645	pd50		
3645-1	cs		
3685	st2		
3749	stp8		
3779	cd		
3881	cd		
3945	cs		
3946	st3		
3953	pd50		
3964	pd50		
3975	st3		
3997	cs		
3999-4	en		
4004	bk		
4186	st4		
4187	st4		
4188	cs		
4213	cs		
4240	st4		
4569	cs		
4697	cs		
4753	cs		
4754	cs		
4755	cs		
4756	cs		
4836	st4		
4856	cs		
4886	cs		
4949	pd50		
5504	st4		
5504-1	st4		
5515	stc6		
5515-1	stc6		
5823	cd		

PG 1

CAL ARNG Form 310-1, 1 December 1991. Previous editions are obsolete

CAL ARNGR 25-33

CAL ARNG REQUISITION FOR BLANK FORMS
Sample

ACT 0 _____ SIGNATURE _____

REG FURNIS	M/I	QTY	A/C
21	CS		
22-3	CS		
32	CS		
46	STC2		
46-14	CS		
60	CS		
62	CS		
64	ST7		
102-10	ST5		
105	TCBX		
145-9	CD		
337	CS		
351-2	ST3		
430	CS		
430-1	CS		
904-1	CD		
ANXTH 34A	STC4		

CAL ARJIS Form 310-1, 1 December 1991. Previous editions are obsolete

APPENDIX J (continued)

CAL ARNG REQUISITION FOR BLANK FORMS
Sample

CAL ARNG REQUISITION FOR BLANK FORMS

ACCT # _____ SIGNATURE _____

BLANK FORMS	QTY	A/C	BLANK FORM	QTY	A/C	BLANK FORMS	QTY	A/C
			12-99	cs		24	cs	
			37-9	cs				
			310-1	cs				
			310-2	cs				
			310-3	cs3				
			310-5	cs				
			310-8	cd				
			703-1	cs4				
			735-1	cs				

ACTION CODES:

D/O - DUE OUT

/ - FILLED

C.I. - CANNOT IDENTIFY

OBS - OBSOLETE

R OR LRA - LOCAL REPRODUCTION AUTHORIZED

UNIT OF ISSUE:

CD - CARD

PD - PAD

TG - TAG

ST - SET

QR - QUIRE

FL - FOLDER

CS - CUT SHEET

BKL - BOOKLET

PTC1 - ONE PART CON'T

TCBX - TWO THOUSAND CARD BOX

STP4 - STRIP OF FOUR

SM - STENCIL MASTER

STC - SET CON'T

EN - ENVELOPE

CDC - CARD CON'T

CERT - CERTIFICATE

BKST - BOOKSET

PDST - PAD SET

8 November 1991

CAL ARNGR 25-33

APPENDIX K

CAL ARNG REQUISITION FOR NGB PUBLICATIONS Sample

CAL ARNG REQUISITION FOR NGB PUBLICATIONS

ACCT # 180 SIGNATURE DATE 17 Jun 91 TOTAL LINE ITEMS 3

NR	DIST	QTY	AC	NR	DIST	QTY	AC	NR	DIST	QTY	AC
10-1	A			351-5	A			690-600	A		
10-2	A			351-10	A			750-2	B		
10-4	S			351-15	A			750-3	A		
11-7	S			351-21	A			750-51	A		
11-27	S			351-25	D			750-58	B		
25-2	A/F			351-30	A			870-5	A		
25-5	A			385-5	A			870-20	S		
27-19	C			385-10	A						
27-20	A			C1	A						
27-40	A			385-11	S						
37-101	A			385-15	A						
37-104-3	AA	2		405-80	D						
37-105	D			415-5	C						
37-106	B/F			415-10	S						
37-108	D			420-10	S						
C1	D			500-1	A						
37-109	D			600-2	A						
37-110	A			600-4	A						
37-111	A			600-5	A						
40-1	A			600-10	A						
40-3	A			600-11	A						
C1	A			600-12	A						
40-501	A			600-21	A						
58-1	A			600-23	A						
58-2	A			600-82	B						
58-3	A			600-85	A						
95-1	S			600-100	AA	2					
95-3	S			600-101	AA						
95-17	S			600-102	A						
95-33	S			600-105	A						
95-210	S			600-106	A						
105-17	D			600-200	AA						
105-23	D			C3	AA						
115-11	A			ERRATA	AA						
190-11	AA			601-1	AA						
200-3	A			601-280	AA						
220-1	B			604-10	A						
230-65	A			611-110	A						
310-1	B			614-1	A						
310-10	A			614-2	S						
C1	A			635-100	A						
335-10	A			C5	A						
340-17	S			C6	A						
350-2	S			635-101	A						
C1	S			635-102	A						
C2	S			640-2-1	A						
350-3	A			640-10	A						
350-6	A			672-1	A						
350-10	A			672-2	A						
350-23	A			672-3	A						
351-1	A			672-5	A						
C1	A			680-1	A						
351-3	A			680-2	A						

CAL ARNG Form 310-2, 1 June 1991. Previous editions are obsolete

APPENDIX K (continued)

CAL ARNG REQUISITION FOR NGB PUBLICATIONS
Sample

CAL ARNG REQUISITION FOR NGB PUBLICATIONS

ACCT # _____ SIGNATURE _____

NGP PAN	DIST	QTY	AC	NGP PAN	DIST	QTY	AC	NGP PAN	DIST	QTY	AC
385-95	S			C2	S			623-105	A		
415-12	S			C3	S			680-2	C		
420-6(T)	S			570-4	S			680-3	D		
525-10	A			C1	S			690-1	D		
570-1	D			C2	S			700-1	S		
C1	D			600-3	A			710-1	E		
C2	D			600-4	S			715-1	S		
C3	D			600-8-1	A			750-2	S		
C4	D			C1	A			INDEXES	A		
C5	D			600-8-3	C						
C6	D			C1	C						
C7	D			600-8-20	AA						
C8	D			C1	AA						
570-1 V 2	D			600-15	A						
570-2	S			C1	A						
C1	S			601-200	S						
570-3	S			601-200-1	S						
C1	S			611-53	S						

ACTION CODES: D/O - DUE OUT ✓ - FILLED C.I. - CANNOT IDENTIFY U.R. - UNDER REVISION
OBS - OBSOLETE

NGB DISTRIBUTION FORMULA: Initial distribution of NGB standard publications and blank forms will be made to using and interested activities as determined by NGB based on the requirement of State Adjutants General and other interested agencies.

ARNG PUBLICATIONS:

"A" - PUBLICATIONS FOR COMPANY LEVEL UNITS.

"B" - PUBLICATIONS FOR GROUP, REGIMENT, BRIGADE, AND BATTALION LEVEL UNITS.

"- " - PUBLICATIONS FOR DIVISION LEVEL UNITS.

"- " - PUBLICATIONS FOR STATE AG AND USPFO ONLY.

"E" - PUBLICATIONS FOR STATE AG AND USPFO ONLY.

"S" - IS A FORCED DISTRIBUTION. DISTRIBUTION IS ONLY TO THE UNITS/ACTIVITIES DIRECTED BY THE PROPONENT.

ANG PUBLICATIONS:

"F" - FUNCTIONAL USERS (DETERMINED BY USER)

"X" - SPECIAL (DETERMINED BY OPR).

CAL ARNGR 25-33

CAL ARNG REQUISITION FOR ACCOUNTABLE/SENSITIVE BLANK FORMS
Sample

CAL ARMS REQUISITION FOR ACCOUNTABLE/SENSITIVE BLANK FORMS

ACCT # 180 SIGNATURE _____ DATE 17 JUN 91 TOTAL LINE ITEMS 2

DA FORMS	U/I	QTY	AC
4950	cert		
4980-12	cert		
4980-14	cert		
4980-18	cert	25	
5431 ***	cd		

DO FORMS	U/I	QTY	AC
1173 ***	cd		
1544 **	bk		
1934 ***	cd		
2529 ***	cd		

WGB FORMS	U/I	QTY	AC
22A	cs		
55	cert		
55A	cert		
55B	cert		
56	cert		
56A	cert		

WRITE IN'S

DD FORMS	U/I	QTY	AC
2A(RES)***	cd		
2A(ACT)***	cd		
214 *	st8		
214WS	pd100		
345	cd4		
652 ****	bkst		
714 **	bk		

SF FORMS	U/I	QTY	AC
1103 ****	stc3		
1169 ****	st4		

NCB FORMS	U/I	QTY	AC
22	584	50	

[illegible]

ACTION CODES: D/O - DUE OUT / - FILLED CERT - CERTIFICATE CD - CARD ST - SET
CD4 - CARD OF FOUR BK - BOOK STC - SET CONT CS - CUT SHEET

***** **LEAD** *****

* - OTAC ONLY.

00 - ONLY UNITS AUTHORIZED TO RUN A DINING FACILITY

*** - ONLY THE UNITS LISTED IN CAL ARMR 640-3. WHICH ARE THE FOLLOWING:

OTAG	Camp Roberts ISU
HQ (-) STARC	40th Inf Div
Det 1 STARC (USPFO)	175th Med Bde
Det 2 STARC (CSLO)	115th Area Spt Gp (ASG)
Det 3 STARC (LOS AL)	49th MP Bde
Det 4 STARC (TRP CND)	CA AVCRAD

with the exception of CAMP CARE.

*** - USFPO ONLY

- * 1st & 2nd copy - USPF0
- * 3rd copy - unit file
- *

CAL ARJIS FORM 310-3, Rev. 1 August 90. Previous editions will be used until exhausted.

8 November 1991

CAL ARNGR 25-33

APPENDIX M

CAL ARNG REQUISITION FOR BLANK FORMS

MOBILIZATION REQUIREMENTS

Sample

CAL ARNG REQUISITION FOR BLANK FORMS

MOBILIZATION REQUIREMENTS

ACCT#	SIGNATURE	DATE	TOTAL LINE ITEMS
DA FORMS	U/I	QTY	A/C
2 ***	stc4		
2-1	cdc		
6	cs		
31	st4		
67-8	cs		
67-8-1	cs		
201 *	f1		
268	st5		
285	st5		
285-1	st5		
330 *	st3		
444	pd100		
455	cs		
647	cs		
759	cs		
759-1	cs		
1506	st5		
1594	cs		
1687	st3		
2062	cs		
2062	om		
2062	sm		
2064	cs		
2139	stc5		
2166-7 *	ptc1		
2406	cs		
2407	st5		
2765	tcbx		
2765-1	st4		
2962	cs		
2970	cs		
DA FORMS	U/I	QTY	A/C
3032	cs		
3033	cs		
3034	cs		
3053	cs		
3078 *	st6		
3161	pd50		
3298	st3		
3444 *	cs		
3593	tcbx		
3685R *	cs		
3809	cs		
3810	cs		
3813	cs		
3815	st2		
3964	pd50		
4886	cs		
5304R *	cs		
DD FORMS	U/I	QTY	A/C
93	st3		
117	st5		
137	st4		
220	cs		
398	bk1		
518	cd		
577	ptc1		
689	st2		
1081	st3		
1131	pd50		
DD FORMS	U/I	QTY	A/C
1172	stc3		
1265	cs		
1266	cs		
1351-2	st5		
1351-6	stc4		
1543 *	bk1		
1610	st8		
2058	cs		
2280 *	cd		
SF FORMS	U/I	QTY	A/C
44	bk		
76	cd		
91	cd		
93(ENG)(SH)	cs		
93(ENG)(LG)	cs		
93(SPANISH)	cs		
1034 & 34A	st5		
1034 & 34A	stc5		
1199A *	st3		
NISC FORMS	U/I	QTY	A/C
VA SOLVE286	st3		
IRS W4 *	cs		

* Item's are required for Mobilization use, but are used in day to day operations as well. Required by FORSCOM Reg 500-3-3, (FORMDEPS) Reserve Component Unit Commander's Handbook.

*** ARMY RESERVE ONLY

UNIT OF ISSUE: BKL - BOOKLET CS - CUT SHEET PD - PAD ST - SET STC - SET COM'T PTC1 - ONE PART COM'T
CDC - CARD COM'T TCBX - TWO THOUSAND CARD BOX OM - OFFSET MASTER SM - STENCIL MASTER

M/F:

BLANK FORMS FOR MOBILIZATION USE ONLY.

DO NOT OPEN PRIOR TO MOBILIZATION.

CAL ARNG FORM 310-5, 1 June 1991. Previous editions are obsolete.

APPENDIX N

INDEX OF CAL ARNG AND CAL NG BLANK FORMS
STOCKED AT USPFO PUBLICATIONS SECTION
CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG) FORMS

<u>NUMBER</u>	<u>TITLE</u>	<u>U/I</u>
37-2	Uniform Maintenance Allowance Statement	CS
37-3	Payment - Initial Uniform Allowance Upon Completion of 14 Days Inactive Duty Training Assemblies	CS
37-4	Payment - Initial Uniform Allowance Active Duty in Excess of 90 Days	CS
37-5	Payment - Initial Uniform Allowance Upon Completion of 14 Days of Active Duty for Training	CS
37-6	Payment - Active Duty Allowance	
37-7	Transmission of Pay Documents	CS
37-9	ADAPS Payroll Certificate	CS
55-8	Charter Bus Transportation Request and Authorization	CS
190-1	Arms Vault and IDS Control Register	CS
190-3	Unaccompanied Access Roster	CS
190-4	Lock Change Request	CS
190-5	Key Access Roster	CS
190-9	Key Control Register	CS
190-10	Restricted Area Sign	CS
190-12	Key and Lock Inventory	CS
190-13	Semiannual IDS Report	CS
310-1	CAL ARNG Requisition for Blank Forms	CS
310-2	CAL ARNG Requisition for NGB Publications	CS

APPENDIX N (continued)

INDEX OF CAL ARNG AND CAL NG BLANK FORMS
STOCKED AT USPFO PUBLICATIONS SECTION
CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG) FORMS

<u>NUMBER</u>	<u>TITLE</u>	<u>U/I</u>
310-3	CAL ARNG Requisition for Accountable/ Sensitive Blank Forms	CS
310-5	CAL ARNG Requisition for Blank Forms Mobilization Requirements	CS
310-8	Unit Due Out Card	CS
350-1	Record Scorecard (M16)	CS
600-8	Enlisted Personnel Resume	CS
703-1	Fuel Issue Slip	CS
735-1	USPFO Waybill	CS
735-11	Material Shipment Discrepancy	CS
746-1	USPFO Waybill - HAZARDOUS MATERIALS	CS
750-1	Supported Density for OMS	CS
750-3	Unit Worksheet	CS
750-4	OMS Worksheet - Scheduled and Unscheduled	CS
750-5	Indirect and Nonproductive Time	CS
750-6	Direct Productive Time for Organizational Maintenance (Part 1)	CS
750-7	Direct Productive Time for Support Level Maintenance (Part 2)	CS
750-8	Indirect Productive Time (Part 3)	CS
750-9	Non-Productive Time Report (Part 4)	CS
750-10	Manhour Accounting Data (Part 5)	CS
750-12	Track Vehicle Assets and Material Condition Status Report	CS

APPENDIX N (continued)

INDEX OF CAL ARNG AND CAL NG BLANK FORMS
STOCKED AT USPFO PUBLICATIONS SECTION
CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG) FORMS

<u>NUMBER</u>	<u>TITLE</u>	<u>U/I</u>
750-13	Relocation/Change of Equipment Under Maintenance Agreement	CS
5801	Administrative Use Motor Vehicle Report	CS
24	Unit Training Schedule	CS
24	Unit Training Schedule	SM
52	Summarized Record of Proceedings	CS
52-2	Record of Appellate or Other Actions	CS
600-6	Technician Grievance Form	CS
690-2	Nomination for Technician Employment	CS
690-4	Request for Advance Leave (Technician)	CS

APPENDIX O

UNIT OF ISSUE CODES FOR BLANK FORMS

BK	Book
BK25	Book W/25 Forms
BK30	Book W/30 Forms
BK50	Book W/50 Forms
BKL	Booklet
BKL15	Booklet W/15 Forms
BKST	Book Set
BOTH	Both in Microfiche and hard/printed copy
CASS	Cassette
CCERT	Certificate (Continuous Form)
CD	Card (Not Tab Cards)
CDC	Card Continuous Form
CD2	Card W/2 Forms
CD3	Card W/3 Forms
CD4	Card W/4 Forms
CD5	Card W/5 Forms
CD40	Card W/40 Forms
CERT	Certificate
CERT4	Certificate (4 Forms Per Set)
CERT6	Certificate (6 Forms Per Set)
CHART	Chart
CP	Computer Printout (ADP Use Only)
CS	Cut Sheet
CS2	Cut Sheet W/2 Forms
CS3	Cut Sheet W/3 Forms
CS4	Cut Sheet W/4 Forms
CS5	Cut Sheet W/5 Forms
CS6	Cut Sheet W/6 Forms
CS10	Cut Sheet W/10 Forms
CTN	Carton
DECAL	Decal
EA	Each/Printed Copy
EN	Envelope
FICHE	Microfiche (24x or 48x)
FL	Folder
LABEL	Labels-Gummed
MTR	Magnetic Tape Recording
OM	Offset Master
OMC	Offset Master Continuous Form
OMST5	Offset Master-5 Part Set
PD25	Pad W/25 Forms
PD50	Pad W/50 Forms
PD60	Pad W/60 Forms
PD75	Pad W/75 Forms
PD100	Pad W/100 Forms

APPENDIX O (continued)

UNIT OF ISSUE CODES FOR BLANK FORMS

PD150	Pad W/150 Forms
PDST	Pad-Set
PK10	Package W/10 Forms
PK25	Package W/25 Forms
PK50	Package W/50 Forms
PK100	Package W/100 Forms
PK250	Package W/250 Forms
PK999	Package W/999 Forms
POST	Poster
PTC1	One (1) Part Continuous
RL	Roll
RL100	Roll W/100 Forms
SM	Stencil Master
SMC	Stencil Master Continuous
ST	Set
ST2	Set-2 Part
ST3	Set-3 Part
ST4	Set-4 Part
ST5	Set-5 Part
ST6	Set-6 Part
ST7	Set-7 Part
ST8	Set-8 Part
ST9	Set-9 Part
ST10	Set-10 Part
ST12	Set-12 Part
ST15	Set-15 Part
ST18	Set-18 Part
ST19	Set-19 Part
ST20	Set-20 Part
ST27	Set-27 Part
STC2	Set-Continuous Form-2 Part
STC3	Set-Continuous Form-3 Part
STC4	Set-Continuous Form-4 Part
STC5	Set-Continuous Form-5 Part
STC6	Set-Continuous Form-6 Part
STC7	Set-Continuous Form-7 Part
STC8	Set-Continuous Form-8 Part
STC9	Set-Continuous Form-9 Part
STC10	Set-Continuous Form-10 Part
TAPE	Tape Magnetic Reel
TCBX	Tab Card Box (2000 Cards/BX)
TCC	Tab Card-Continuous
TCST3	Tab Card-3 Part Set
TG	Tag
TGST2	Tag Set-2 Part Set
TGST4	Tag Set-4 Part

8 November 1991

CAL ARNGR 25-33

APPENDIX O (continued)

UNIT OF ISSUE CODES FOR BLANK FORMS

TP	Tape Reel
UNIT	Unit
USF	Unit Set Folder
VCR	Video Cassette Tape

8 November 1991

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APPENDIX P

DA FORM 4569

Sample

[illegible]

NOTE: Do not enter the "Account Number" and "Zip Code or APO Number" in the appropriate columns. Only the appointed Test Control Officer (TCO) may sign and date this form!

TEST CONTROL MATERIAL - NON-DIVISIONAL

CAL ARNGR 25-33

DA FORM 4569
Sample

[illegible]

NOTE: Only the Division Test Control Officer (TCO) may sign and date this form.

TEST CONTROL MATERIAL - DIVISIONAL

APPENDIX R

PUBLICATIONS REQUIRED FOR MOBILIZATION

1. Some of these publications have been consolidated into an Update Handbook.
2. Extracted from FORSCOM Mobilization and Deployment Planning System (FORMDEPS), Volume III, Reserve Component Unit Commander's Handbook (RCUCH).

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 5-9	Intraservice Support Installation Area Coordination (DA 12-09E BLK 3503)
AR 11-4	Logistic Readiness (AA, ARNG, USAR: A) (DA 12-09E BLK 3090)
AR 20-1	Inspector General Activities and Procedures (AA, ARNG, USAR: A)
AR 27-10	(DA 12-09E BLK 2034) Military Justice (AA, ARNG, USAR: A) (DA 12-09E BLK 2038)
AR 30-1	The Army Food Service Program (AA, ARNG, USAR: A) (DA 12-09E BLK 2041)
AR 30-18	Army Troop Issue Subsistence Activity (Operating Procedures) (AA, ARNG, USAR: A) (DA 12-09E BLK 3251)
AR 37-103	Finance and Accounting for Installations: Disbursing Operations (AA, ARNG, USAR: C) (DA 12-09E BLK 3324)
AR 37-104-3 (1)*	Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army) (AA, ARNG, USAR: A) (UPDATE HANDBOOK)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 37-104-10	Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay (B, ARNG, D, USAR: A) (DA 12-09E BLK 2055)
AR 37-106 (1)*	Finance and Accounting for Installations Station and Evacuation Allowances (B, ARNG, C, USAR: D) (UPDATE HANDBOOK)
AR 37-107	Finance and Accounting for Installations Processing and Payment of Commercial Accounts (AA, ARNG, USAR: C) (DA 12-09E BLK 2518)
AR 40-2	Army Medical Treatment Facilities: General Administration (Special) (DA 12-09E BLK 3419)
AR 40-3	Medical, Dental and Veterinary Care (AA, ARNG, USAR: A) (DA 12-09E BLK 2059)
AR 40-15	Medical Warning Tag and Emergency Medical Identification Symbol (AA, ARNG, USAR: B) (DA 12-09E BLK 3425)
AR 40-66	Medical Record and Quality Assurance Administration (AA, ARNG, USAR: B) (DA 12-09E BLK 2063)
AR 40-121	Uniformed Services Health Benefits Program (AA: A, ARNG, USAR: B) (DA 12-09E BLK 3432)
AR 40-562	Immunization Requirements and Procedures (AA, ARNG, USAR: A) (DA 12-09E BLK 3402)
AR 50-5	Nuclear Surety (AA, ARNG, USAR: A) (DA 12-09E BLK 2067)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 50-6	Chemical Surety Program (AA, ARNG, USAR: A) (DA 12-09E BLK 2415)
AR 55-29	Military Convoy Operations in CONUS (AA: A; ARNG AND USAR: D) (DA 12-09E BLK 3537)
AR 55-113	Movement of Units Within Continental United States (AA AND ARNG: C; USAR: A) (DA 12-09E BLK 3548)
AR 55-162	Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States (AA, ARNG, USAR: C) (DA 12-09E BLK 3550)
AR 95-1	Army Aviation: General Provisions and Flight Regulations (AA, ARNG, USAR: A) (DA 12-09E BLK 2080)
AR 105-31	Record Commutations (AA, ARNG, USAR: A) (DA 12-09E BLK 3082)
AR 135-91 (2)*	Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures (AC ARNG, USAR: A) (UPDATE HANDBOOK)
AR 135-133 (2)*	Ready Reserve Screening, Qualification Records System and Change of Address Reports (AA: B; ARNG AND USAR: A) (UPDATE HANDBOOK)
AR 135-155 (2)*	Promotion of Commissioned Officers and Warrant Officers Other than General Officers (AB ARNG, USAR: A) (UPDATE HANDBOOK)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 135-175 (2)*	Separation of Officers (AC NG, USAR: A) (UPDATE HANDBOOK)
AR 135-178 (2)*	Separation of Enlisted Personnel (AD ARNG, USAR: A) (UPDATE HANDBOOK)
AR 135-210 (2)*	Order to Active Duty as Individuals During Peacetime, National Emergency, or Time of War (AA:C, ARNG and USAR: A) (UPDATE HANDBOOK)
AR 145-1	Senior ROTC Program Organization Administration and Training (AC, ARNG, USAR: D) (DA 12-09E BLK 2513)
AR 190-9	Military Absentee and Deserter Apprehension Program (AA: C, ARNG and USAR: A) (DA 12-09E BLK 3168)
AR 190-11 (3)*	Physical Security of Weapons, Ammunition and Explosives (UPDATE HANDBOOK)
AR 220-1	Unit Status Reporting (RCS JCS 6-11-2-1-6) (AA, ARNG, USAR: A) (DA 12-09E BLK 2144)
AR 220-15	Journals and Journals Files (AA: A; ARNG: B; USAR: A) (DA 12-09E BLK 3219)
AR 220-45	Duty Roster (AA, ARNG, USAR: A) (DA 12-09E 3221)
AR 220-58	Organization and Training for Nuclear, Biological and Chemical Defense (AA, ARNG, USAR: A) (DA 12-09E BLK 3220)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 215-1 (10)*	The Nonappropriated Fund System (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 310-10	Military Orders (AA, ARNG, USAR: A) (DA 12-09E BLK 2146)
AR 310-50 (Microfiche)	Catalog of Abbreviations and Brevity Codes (AA: A, ARNG, USAR: A) (DA 12-09E BLK 2148)
AR 340-15	Preparing Correspondence (AA, ARNG, USAR: A) (DA 12-09E BLK 2155)
AR 360-81	Command Information Program: Objectives and Policies: Newspapers, Radio, and Television (AA, ARNG, USAR: A) (DA 12-09E BLK 2176)
AR 380-5	Department of the Army Information Security Program Regulation (AA, ARNG, USAR: A) (DA 12-09E BLK 2403)
AR 380-13	Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations (AA: A; ARNG and USAR: D) (DA 12-09E BLK 3363)
AR 380-40	(C) Policy for Safeguarding and Controlling COMSEC MATERIAL (AA, ARNG, USAR: B) (DA 12-09E 1029)
AR 381-12	Subversion and Espionage Directed Against US Army and Deliberate Security Violations (Short Title: SAEDA) (AA, ARNG, USAR: A) (DA 12-09E BLK 3378)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 385-40	Accident Reporting and Records (AA, ARNG, USAR: A) (DA 12-09E BLK 2523)
AR 385-64	Ammunition and Explosive Safety Standards (AA, ARNG, USAR: A) (DA 12-09E 2522)
AR 500-10 (MUSARC CDRS and State AG only)	Non-Industrial Facilities for Mobilization (AA: D; ARNG: NONE; USAR: D) (DA 12-09E BLK 3507)
AR 600-2	Name and Birth Data, Social Security Number and Temporary Identification Number (AA, ARNG, USAR: A) (DA 12-09E BLK 2202)
AR 600-6	Individual Sick Slip (DD Form 689) (AA, ARNG, USAR: A) (DA 12-09E BLK 2203)
AR 600-8	Military Personnel Offices (AA: B; ARNG and USAR: A) (DA 12-09E BLK 2204)
AR 600-20	Preventive Law Program (AA, ARNG, USAR: A) (DA 12-09E BLK 3594) Army Command Policy and Procedures (AA, ARNG, USAR: A) (DA 12-09E BLK 2289)
AR 600-31 (4)*	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 600-43	Conscientious Objection (AA, ARNG, USAR: A) (DA 12-09E BLK 3600)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 600-55	Motor Vehicle Driver - Section, Testing and Licensing (AA, ARNG, USAR: A) (DA 12-09E BLK 2387)
AR 600-60	Physical Performance Evaluation System (AC) (DA 12-09E BLK 2212)
AR 600-105	Aviation Service of Rated Army Officers (AA, ARNG, USAR: A) (DA 12-09E BLK 3606)
AR 600-106	Aeronautical Designation and Flying Status for Army Personnel (AA AND ARNG: B, USAR: A) (DA 12-09E BLK 3603)
AR 600-200 (5)*	Enlisted Personnel Management System (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 601-25	Delay in Reporting For and Exemption From Active Duty Training (AA: C; ARNG and USAR: A) (DA 12-09E BLK 2225)
AR 601-210	Regular Army and Army Reserve Enlistment Program (DA 12-09E BLK 2229)
AR 604-5	Clearance of Personnel for Access to Classified Defense Information and Material (AA, ARNG USAR: A) (DA 12-09E BLK 2534)
AR 604-10	Military Personnel Security Program (AA, ARNG, USAR: B) (DA 12-09E BLK 3629)
AR 680-2	Serviceman's Group Life Insurance (SGLI): Veteran's Group Life Insurance (VGLI) (AA, ARNG, USAR: A) (DA 12-09E BLK 3630)

* Numbers indicated after the publication reference number are explained in the reference at the end of this appendix. (Note DA 12-Series Form & block number are listed with the item).

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 611-5	Army Personnel Selection and Classification Testing (AA, ARNG, USAR: A) (DA 12-09E BLK 3638)
AR 611-6	Army Linguist Management (AC ARNG, USAR: D) (DA 12-09E BLK 2236)
AR 611-101 (6)*	Commissioned Officer Specialty Classification System (AA: B, ARNG and USAR: A) (UPDATE HANDBOOK)
AR 611-112 (6)*	Manual of Warrant Officer Military Occupational Specialties (AA: B; ARNG and USAR: A) (UPDATE HANDBOOK)
AR 611-201	Enlisted Career Management Field and Military Occupational Specialties (AA: B; ARNG and USAR: A) (DA 12-09E BLK 2243)
AR 612-2	Preparing Individual Replacements for Overseas Movement (POM) (AA: A; ARNG and USAR: D) (DA 12-09E BLK 2409)
AR 612-201	Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees (RCS MILPC-17) (AA: C; ARNG D; USAR: C) (DA 12-09E BLK 2245)
AR 614-30 (4)*	Oversea Service (AA: A; ARNG: None; USAR: D) (UPDATE HANDBOOK)
AR 623-105 (7)*	Officer Evaluation Reporting System (AA, ARSAR: A) (UPDATE HANDBOOK)

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APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 623-207	Enlisted Evaluation Reporting System (AA, ARNG, USAR:A) (UPDATE HANDBOOK)
AR 624-100 (6)*	Promotion of Officers on Active Duty (AA, ARNG, USAR:A) (UPDATE HANDBOOK)
AR 630-10 (4)*	Absence Without Leave and Desertion (AA, ARNG, USAR:A) (UPDATE HANDBOOK)
AR 635-5	Separation Documents (AA, ARNG, USAR: A) (DA 12-09E BLK 3657)
AR 635-100	Officer Personnel (AA: A; ARNG: B; USAR: A) (DA 12-09E BLK 3659)
AR 635-120	Officer Resignation and Discharges (AA: A; ARNG: B; USAR: B) (DA 12-09E BLK 3660)
AR 635-200	Enlisted Personnel (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 640-2-1 (4)*	Personnel Qualification Records (AA: B; ARNG, USAR: A) (UPDATE HANDBOOK)
AR 640-3	Identification Cards, Tags and Badges (AA, ARNG, USAR: A) (DA 12-09E BLK 2270)
AR 640-10	Individual Military Personnel Records (AA, ARNG, USAR: B) (UPDATE HANDBOOK)

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APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 680-1	Unit Strength Accounting and Reporting (AA, ARNG, USAR: A) (DA 12-09E BLK 2278)
AR 680-29	Military Personnel Organization and Type-of-Transaction Codes (AA, ARNG, USAR: A) (DA 12-09E BLK 2280)
AR 680-30	Army Reserve Retirement Point Credit System (AA: C; ARNG: None; USAR: C) (DA 12-09E BLK 3679)
AR 690-11	Mobilization Planning and Management (Special) (DA 12-09E BLK 3709)
AR 700-84	Issue and Sale of Personal Clothing (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 703-1	Coal and Petroleum Products (Supply and Management Activities) (AA, ARNG, USAR: A) (DA 12-09E BLK 2302)
AR 710-2 (8)*	Material Management for Using Units, Support Units and Installations (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 710-3	Asset and Transaction Reporting System (AA, ARNG, USAR: A) (DA 12-09E BLK 3826)
AR 725-50	Requisitioning, Receipt and Issue System (AA, ARNG, USAR: A) (DA 12-09E BLK 2309)

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PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
AR 735-5 (8)*	Policies and Procedures for Property Accountability (AA, ARNG, USAR: A) (UPDATE HAND BOOK)
AR 750-51	Maintenance Assistance and Instruction Team (MAIT) Program (AA, ARNG, USAR: A) (UPDATE HANDBOOK)
AR 870-5	Military History, Responsibilities, Policies and Procedures (ARNG, USAR: D) (DA 12-09E BLK 3874)
DOD 4525.6.M	DOD Postal Manual, Vol II/FS SUP #1 SPECIAL (Special) (DA 12-04E BLK 0097 & 0098)
DA Pam 25-30	Index of Administrative Publications (Regulations, Circulars, Pamphlets, Posters, Joint Chief of Staff Publications, DOD and Miscellaneous Publications) (AA, ARNG, USAR: A) (DA 12-04E 0017)
DA Pam 27-166	Soldier's and Sailor's Civil Relief Act (AA, ARNG, USAR: C) (DA 12-09E 4242)
DA Pam 135-2	Briefing on Reemployment Rights of Members of The Army National Guard and The US Army Reserve (AA: D; ARNG, USAR: A) (DA 12-09E BLK 4286)
DA Pam 310-10	The Standard Army Publications System (STARPUBS) Resupply Guide (AA, ARNG, USAR: A) (DA 12-04E BLK 0104)
DA Pam 360-524	Your Personal Affairs (Special) (DA 12-09E BLK 4396)

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APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
DA Pam 360-525	Family Assistance Handbook for Mobilization (ARNG, USAR: A) (DA 12-04E BLK 0064)
DA Pam 525-539C	Survivor Benefit Plan for Uniformed Services (Special) (DA 12-09E 4399)
DA Pam 385-1	Unit Safety Management (AA, ARNG, USAR: A) (DA 12-09E BLK 4490)
DA Pam 600-8	Military Personnel Office Management and Administrative Procedures (AA, ARNG, USAR: A) (DA 12-09E BLK 2350)
DA Pam 600-8-1	SIDPERS User Manual - Standard Installation/Division Personnel System: Unit Level Procedures (VOL I) (AA: A; ARNG: C, USAR: A) (DA 12-09E BLK 2351)
DA Pam 600-8-2	SIDPERS User Manual - Military Personnel Office (Level Procedures) (AA: B; ARNG: C; USAR: A) (DA 12-09E BLK 2352)
DA Pam 750-1	Maintenance Guide for Leaders (AA: A; ARNG, USAR: D) (DA 12-09E BLK 4920)
DA Pam 750-10	US Army Equipment Index of Modification Work Orders (SPECIAL) (DA 12-09E BLK 0092)
CTA 8-100	Army Medical Department Expendable/Durable Items (DA 12-04E BLK 0041)
CTA 50-900	Clothing and Individual Equipment (DA 12-04E BLK 0042)

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
CTA 50-909	Field and Garrison Furnishing and Equipment (DA 04E BLK 0043)
CTA 50-970	Expendable Items (Except Medical, Class V Repair Parts and Heraldic Items)
FM 14-7	Finance Operations (DA 12-11E BLK 0122)
FM 21-305	Manual for the Wheeled Vehicle Driver (DA 12-11E BLK 1055)
FM 55-12	Movement of Army Units in Air Force Aircraft (DA 12-11E BLK 1186)
FM 55-65	Preparation for Unit Movement Overseas by Surface Transportation (DA 12-11E BLK 1197)
FM 55-312	Military Convoy Operations in CONUS (DA 12-11E BLK 1207)
TB 380-41 (COMSEC Acct Holders)	(C) Procedure for Safeguarding, Accounting, Supply Control of COMSEC Material (DA 12-34D BLK 0570)
TM 10-412	Index of Recipes Armed Forces Recipe Service (DA 12-34B BLK 0115)
TM 38-750	The Army Maintenance Management System (TAMMS) (RESUPPLY ONLY - DA FORM 4569)
TM 38-750-1	The Army Maintenance Management System (TAMMS) Field Command Procedures (RESUPPLY ONLY - DA FORM 4569)
TM 55-601	Railcar Loading Procedures (DA 12-34B BLK 0879)
TM 55-603	Movement of Military Impedimenta by Commercial Carriers (DA 12-34B BLK 0881)

APPENDIX R (continued)

PUBLICATIONS REQUIRED FOR MOBILIZATION

<u>REFERENCE NO.</u>	<u>PUBLICATIONS REQUIRED FOR MOBILIZATION</u>
TM 746-10	Marking, Packaging, and Shipment of Supplies and Equipment: General Packing Instructions for Field Units (DA 12-34B BLK 0892)
TM (-10) Thru (-25) Series	Ensure that Operator and Organization Technical Manuals' for the unit's assigned equipment are on hand. Direct and General Support units must have the TM's applicable to their maintenance echelon and mission.
SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items (DA 12-34R BLK 0018)
3. The following National Guard Regulations for ARNG references are available from the USPFO Publications Center. (CAUS-ST-PB)	
NGR 310-10	Military Orders (A)
NGR 614-1	Inactive Army National Guard Administration (A)
NGR 640-1	Qualification Records for Officers, Warrant Officers and Enlisted Personnel (A)
NGR 600-200	Enlisted Personnel Management System

*REFERENCES:

- (1) Finance Update Handbook
- (2) Reserve Component Update Handbook
- (3) Physical Security Update Handbook
- (4) All Hands Personnel Update Handbook
- (5) Enlisted Ranks Personnel Update Handbook
- (6) Officer Ranks Personnel Update Handbook
- (7) Evaluation Update Handbook
- (8) Unit Supply Update Handbook
- (9) Maintenance Management Update Handbook


8 November 1991

CAL ARNGR 25-33

(CAUS-ST-PB)

BY ORDER OF THE GOVERNOR:

OFFICIAL

The seal of the State of California is circular, featuring the word "EUREKA" at the top, "STATE OF CALIFORNIA" around the perimeter, and "OFFICIAL" in the center. The seal is partially obscured by the text of the signature.
JOHN D. TYRRELL
LTC (CA), FA, CAL ARNG
Director, Office of Administration

Robert C. Thrasher
Major General
The Adjutant General

DISTRIBUTION:

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